

**REGISTERED SANITARIAN ADVISORY COMMITTEE
MEETING MINUTES
JUNE 23, 2009**

PRESENT: Douglas Gieryn, Nicole Hunger, Jeff Kindrai, Brian Jindra, Robert Harris, Michele Williams

EXCUSED: Roman Kaminski

STAFF: Colleen Baird, Legal Counsel; Yolanda McGowan, Bureau Director; Ben Hanes, Bureau Assistant; Other Department staff were present for portions of the meeting

CALL TO ORDER

Yolanda McGowan, Bureau Director, called the meeting to order at 9:02 a.m. A quorum of six members was present.

ADOPTION OF AGENDA

Amendments to the Agenda:

- Add item #7 under letter F: "Review of Application for Registration – Bruce M. Cornwell."

MOTION: Robert Harris moved, seconded by Jeff Kindrai, to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES (MARCH 11, 2009)

MOTION: Jeff Kindrai moved, seconded by Michele Williams, to approve the minutes of March 11, 2009 as written. Motion carried unanimously.

ADMINISTRATIVE REPORT - YOLANDA MCGOWAN, BUREAU DIRECTOR

Yolanda McGowan addressed changes resulting from the Department reorganization. She informed the Committee about e-credentialing and noted that for license renewals processed online, licensees will receive an electronic credential.

Continuing Education as a Requirement for Renewal Registration

The Committee discussed its interest in the creation of mandatory continuing education into its requirements for renewal. Yolanda McGowan informed the Committee that since they are an advisory committee and there is some question as to whether they had the authority necessary to request a statute change, any CE proposal would need to be approved by the Secretary before it could be considered. The Committee determined that further investigation was necessary and agreed to table the item until the next meeting pending a formal legal opinion and research into how other states have approached this issue. Colleen Baird will prepare a formal legal opinion

regarding the Committee's authority to act. Douglas Gieryn and Jeff Kindrai agreed to research the topic as well and report back to the Committee at the next meeting.

Questions and Concerns about Transference of Registered Sanitarians from Department of Health Services to Department of Regulation and Licensing

Michele Williams noted misconceptions among environmental health professionals since the transition. She suggested clarifying these misconceptions in the WEHA (Wisconsin Environmental Health Association) newsletter. Yolanda McGowan will forward Michele Williams' suggestions to exam and media personnel at DRL for consideration and possible action. Michele Williams agreed to act as liaison to the Department to work with Colleen Baird with regard to this issue.

Advisory Committee Review of Registered Sanitarian Application Form # 2696, Reference Form # 2768, and Letters of Reference

The Committee suggested the following changes to the Application Form # 2696:

- On page 3 of the form (agenda page 14), remove the column "% of Time Worked as a Sanitarian"
- On page 3 of the form (agenda page 14), change the column "Total # of hrs worked as a Sanitarian" to read "Total # of qualifying hrs worked in the field of environmental health"
- On page 3 of the form (agenda page 14), add a footnote reading "1 full-time equivalent employment = 2080 hours"
- On page 3 of the form (agenda page 14), remove the "references" and "employer work verification" information from the bottom of the page (to be moved to the top). Shift the chart down and make the rows narrower to create more room at the top of the page.
- On page 3 of the form (agenda page 14), delete the sentence in parentheses at the top of the page after "EMPLOYMENT." Delete the words "Verification of sanitarian experience," and the following sentence.
- Add numbered instructions to the top of the page, to read:
 1. **Relevant experience.** Describe relevant positions held, length of employment, duties of the position and name of work supervisor in the table below.
 2. **Official job descriptions.** Include copies of the official description for each job, to be provided by the employer.
 3. **Employer work verification.** Provide verification from your work supervisor of your work experience describing job duties and number of hours worked per year in the field of environmental health.
 4. **References.** Include two professional reference forms (form # 2768), at least one of which is to be completed by a current or former supervisor.
- On page 3 of the form (agenda page 14), increase the font size of the instructions at the top of the page.
- On page 3 of the form (agenda page 14), include the URL for the actual code (Department staff will figure out where)

The Committee suggested the following changes to the Applicant Reference Form # 2768:

- On page 1 of the form (agenda page 19), change the underlined heading reading “registered sanitarian applicant reference form” to read “applicant reference form”
- Change the website in the header from “http://drl/wo/gov” to the specific URL for the instructions for filling out this form
- On page 1 of the form (agenda page 19), add a field for number of hours that the recommender has worked with the applicant
- On page 1 of the form (agenda page 19), correct the numbering of the sections (currently reads 1, 2, 2, 4)
- On page 2 of the form (agenda page 20), add to the instructions for item # 6 a note that the recommender may attach additional comments if needed.
- On page 1 of the form (agenda page 19), make bold the sentence in the instructions that reads “This person must have personal knowledge of the applicant’s experience and education in the field of environmental health.”
- On page 1 of the form (agenda page 19), increase the font size and break the instructions paragraph into bullet points (first two sentences after first bullet, second and third sentences get their own bullets)
- Include the URL for the actual code somewhere on the form (Department staff will figure out where to put this)
- Adjust the formatting so that there is no whitespace, possibly by moving item # 1 on page 1 of the form (agenda page 19) to the end of the form in order to reduce clutter on the first page of the form.

Colleen Baird will make the changes and prepare a mock-up of the new form and forward it to Julie Reimann and the Committee for feedback.

OTHER BUSINESS

The Committee expressed interest in adding as a standing agenda item an update on the number of applicants that have been approved by the liaison to sit for the exam since the last meeting.

The Committee would like to schedule its meetings so that one is in the spring and one in the fall. Department staff will coordinate the scheduling of these meetings.

The Committee agreed to have a rotating liaison, cycling in alphabetical order by last name from meeting to meeting. Brian Jindra will continue in his capacity as liaison until the next meeting.

CLOSED SESSION

MOTION: Nicole Hunger moved, seconded by Brian Jindra, to consider licensure of a person (s. 19.85(1)(b), Stats.) and to consider individual histories (s. 19.85(1)(f), Stats.). Motion carried by roll call vote: Douglas Gieryn-yes; Robert Harris-yes, Nicole Hunger-yes; Brian Jindra-yes, Jeff Kindrai-yes, and Michele Williams-yes.

Open Session recessed at 11:36 a.m.

RECONVENE TO OPEN SESSION

MOTION: Robert Harris moved, seconded by Michele, to reconvene into Open Session at 12:10 p.m. Motion carried unanimously.

**VOTE ON ITEMS CONSIDERED OR DELIBERATED UPON
IN CLOSED SESSION, IF VOTING IS APPROPRIATE**

**APPLICATION REVIEW OR ANY MAILED OR RECEIVED AFTER MAILING OF
AGENDA**

DAVID C. BRILL

MOTION: Jeff Kindrai moved, seconded by Robert Harris, to recommend to the Department to approve David C. Brill's application to sit for the exam. Motion carried unanimously. Abstain: Brian Jindra.

PAULA J. MUGAN

MOTION: Michele moved, seconded by Nicole Hunger, to recommend to the Department to approve Paula J. Mugan's application to sit for the exam. Motion carried unanimously.

EDWARD J. SINDELAR

MOTION: Robert Harris moved, seconded by Brian Jindra, to recommend to the Department to approve Edward J. Sindelar's application to sit for the exam. Motion carried unanimously.

DALE D. PITMAN

MOTION: Jeff Kindrai moved, seconded by Michele, to recommend to the Department to approve Dale D. Pitman's application to sit for the exam. Motion carried unanimously.

JODY L. MCKINNEY

MOTION: Douglas Gieryn moved, seconded by Robert Harris, to recommend deferring action on Jody L. McKinney's application to sit for the exam. Motion carried unanimously.

The Committee tabled review of Jody L. McKinney's application until their next meeting due to her lack of work experience. Julie Reimann agreed to send a letter to Jody McKinney stating that she may update her application once she has completed an additional 160 hours, after which she would meet the required minimum.

ADAM W. ELMER

MOTION: Douglas Gieryn moved, seconded by Nicole Hunger, to recommend to the Department to approve Adam W. Elmer's application to sit for the exam. Motion carried unanimously.

BRUCE M. CORNWELL

MOTION: Jeff Kindrai moved, seconded by Brian Jindra, to recommend to the Department to approve Bruce M. Cornwell's application to sit for the exam. Motion carried unanimously.

ADJOURNMENT

MOTION: Robert Harris moved, seconded by Douglas Gieryn, to adjourn the meeting at 12:18 p.m. Motion carried unanimously.